

Subject: Re: Insurance for North Figueroa Assn/Highland Park
From: Eugene Van Cise <eugene.vancise@lacity.org>
Date: 02/12/2015 04:34 PM
To: "mistyli@aol.com" <mistyli@aol.com>

Misty,

Your invoice for \$405,285.83 was submitted for payment but is being held pending submission of Directors and Officers insurance covering the period of 1/15/14 to 1/15/15.

Eugene Van Cise
Management Analyst
Office of the City Clerk
[213-978-1315](tel:213-978-1315)

On Wed, Jan 28, 2015 at 4:14 PM, Ellen Yuan <ellen.yuan@lacity.org> wrote:

Hi Misty,

Your invoice #NFADec14 is received. Please send a copy of D&O insurance coverage from 1/15/2014 to 1/15/2015. Please also have your insurance agent update in our insurance website Track4LA.lacity.org.

We won't be able to process your invoice until the insurance is updated in the system.

Regards,

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Ellen Yuan
Neighborhood and BID Division
Office of the City Clerk